



POLICE • COMMUNITY PARTNERSHIPS

# 2016 NNO

## **Class B Permit application for** **National Night Out 2016 only!**

For more National Night Out information, go to [www.stpaul.gov/police](http://www.stpaul.gov/police) where you will find the category 2016 National Night Out

**If you are completing this application for an event to be held on National Night Out, Tuesday, August 2, 2016, follow the instructions carefully. If you have questions not answered in these instructions, call the Community Service Unit at 651-266-5485, or the coordinator for National Night Out in Saint Paul, Pam McCreary at 651-266-5455.**

- There are **NO FEE'S** for the Class B Permit, barricades, or registration if the event is held on Tuesday, August 2, 2016. If your neighborhood chooses to do an event on another date, there will be charges attached to the permit process.
- ALL Class B Permits **MUST** have the signature of 60% of the neighbors in the area affected by barricades being in place. *No exceptions!*
- Class B Permits are to be **mailed to or dropped off at:**

**Saint Paul Police Department  
Community Service Unit  
367 Grove Street  
Saint Paul, MN 55101**

**Faxed or emailed permits will not be accepted.**

**CLASS B PERMIT APPLICATION FOR NATIONAL NIGHT OUT ONLY**

DEPARTMENT OF POLICE, Saint Paul, Minnesota  
Community Services Unit  
367 Grove Street, St. Paul, MN 55101  
651-266-5485

Permit applications for National Night Out 2016 must be received at the Community Service Unit no later than Thursday, July 29, 2016. There will be no exceptions.

**THERE IS NO PERMIT OR BARRICADE FEE FOR NATIONAL NIGHT OUT EVENTS HELD ON AUGUST 2, 2016!**

Name of event: NATIONAL NIGHT OUT 2016

Day/Date of event: Tuesday, August 2, 2016 Time: From: \_\_\_\_\_ to \_\_\_\_\_

Location of event: On (name of street or park)

Name of streets or avenues between your event location (i.e. Grove St between Olive & Lafayette)

Name & phone number of contact person:

Email Address: confirmation of approval of permit will be done by email – PLEASE print clearly!

Mailing address: \_\_\_\_\_ Zip: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Will one or more streets or alleys be closed for this event? Yes\_\_\_ No\_\_\_

**\*NOTE\*** If closures are requested, enclose a map/sketch indicating the areas/streets to be closed.

Barricades needed? Yes \_\_\_ No \_\_\_

If yes, Public Works will drop these off on or before National Night Out, August 2, 2016, and pick up the following business day. Due to the high demand for barricades on National Night Out, Public Works will run short. Be prepared to improvise if need be by using chairs, trash cans, saw horses, etc. This improvising is **ONLY** allowed on National Night Out. **Vehicles are not allowed to be used as barricades!** For more information regarding barricades, contact Community Services Unit at 651-266-5485.

Parking meters need to be hooded for this event? Yes\_\_\_ No\_\_\_ **(FEES WILL BE APPLIED)**

"No Parking" signs to be posted? Yes\_\_\_ (Attach map) No\_\_\_ **(FEES WILL BE APPLIED)**

Will banners of any type be displayed? Yes\_\_\_ No\_\_\_ **IF YES THEY CANNOT BE ATTACHED TO ANY CITY PROPERTY SUCH AS LIGHT POLES, BENCHES, ETC.**

**NO FIREWORKS** of any kind are allowed during National Night Out.

## **AGREEMENT AND CERTIFICATION**

IT IS HEREBY AGREED:

I. Agreement of Applicant(s): The applicant(s) agree to abide by all rules set forth below, together with all ordinances and other rules and regulations which may be imposed governing such activities.

II. Regulations of Use: By signing and presentation of this application, the signer(s) certify to the City of St. Paul that the following statements are true and correct and signer (s) agree to and will abide by the following:

A. Barricades: Barricades provided from the City or private vendor will be dropped off on one corner of the block. The applicant(s) will be responsible for placement, maintenance, and removal of the barricades. Barricades should be placed at both ends of the street during the public gathering. Homemade barricades may be used only on NNO when permits are granted and public works has run out of city barricades.

B. Traffic: The total roadway portion of the right-of-way shall not be blocked: at least a ten (10) foot aisle shall be kept open at all times to permit passage of vehicles of residents of the block and emergency or other authorized or necessary vehicles to enter and exit.

C. Surface of Street: No materials of any type (such as powder, sawdust, etc.) shall be placed on the public right-of-way which will create hazards.

D. Supervision: Applicant(s) shall maintain adult supervision at all times during this activity.

E. Clean Up: Applicant(s) shall provide trash receptacles to prevent as much littering as possible. Applicant(s) shall be responsible for the pick up or disposal of trash and garbage following the event. Such clean up shall be completed within twenty-four (24) hours after termination of the activity, but in no event later than midnight following the day of the public gathering. If the City is required to clean up, the permit holder will be billed for all costs!

F. Hours: Streets may not be barricaded prior to 8 a.m. nor later than 10 p.m. in any event.

G. Speakers: Sound systems/speakers may be used on National Night Out but no later than 10 p.m.

H. Accessibility: The event organizers are required to make reasonable accommodations for persons with disabilities at this event, for example, in the areas of parking, restroom facilities, curb ramps, and access to food and entertainment.

III. Indemnity Agreement: The applicant(s) agree to indemnify and hold harmless the City of Saint Paul, Minnesota, its agents and employees, from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by reason of the conduct of the public gathering in any respect, including costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with this public gathering.

**Signature of Applicant(s) -**

**Date:**

**/2016**

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**This petition MUST have the signature of 60% of the neighbors in the area to be included for barricades on the date August 2, 2016, National Night Out!**

# PETITION

We, the undersigned, have no objection to

(Name of event or organization)

holding a public gathering on\_(DATE)\_\_\_\_\_

between the hours of \_\_\_\_\_ and \_\_\_\_\_ at \_\_\_\_\_  
(Location – Name of street, alley or park)

Between \_\_\_\_\_ and \_\_\_\_\_  
(Street name) (Street name)

This street/alley \_\_\_\_\_ or \_\_\_\_\_ be closed for this public gathering.  
(will) (will not)

NAME

ADDRESS

PHONE #

DATE